



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Date: 11/6/13

Shelly Byrd
601 Cummins Rd
Des Moines, IA 50315

Dear Shelly,

This letter is in regards to the 11/4/13 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow. (You were over allowable numbers of pre-school and younger age children for a Category B provider. You can either reduce your number of pre-school and younger age children to no more than 6 full time and 2 part-time at any one time or you can apply to be a Category C-2 provider with Baron as a co-provider. I have included a change application if this is the option you would prefer.)

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. (You need to post an emergency/disaster plan next to your primary back entrance. This plan should include a map of your lower level and clearly mark fire/tornado exits/locations.)

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. (You need to practice and record monthly fire/tornado drills. I suggest using the Emergency Drill Record sheet.)

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years. (You need to obtain verification of current certification for Kamrie for the 2 hour mandatory child abuse training.)

☐ 110.5(2)d An individual file is maintained for each substitute and contains:

☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR. (Baron needs to renew his certification in CPR/First Aid)

**110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME
CATEGORY "B"**

☐ 110.9(1)a Not more than six preschool children present at any one time including infants.

☐ 110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before** 12/23/13.

☒ Based on the items out of compliance listed above, a re-check or follow-up visit to your home is not necessary. However, it is essential you come into complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: 12/23/13.

X _____
Signature Date

Please call me if you have any further questions.

Sincerely,



Earl Crow
Child Development Home Compliance Checks
DHS, Story County
(515) 268-7106

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).